



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION IX**

**75 Hawthorne Street  
San Francisco, CA 94105**

VIA EMAIL

Scott Enright, Administrator  
Hawaii Department of Agriculture  
1428 South King Street  
Honolulu, Hawaii 96814

Dear Administrator Enright:

The purpose of this letter is to offer the Hawaii Department of Agriculture continuing pesticide program funding under a performance partnership grant (CFDA Number 66.605) and invite you to submit an assistance agreement application for fiscal year 2015-16. Draft work plans and budgets are due to your project officer at least one week prior to the date of your negotiations. The final, signed application including all attachments is due to the Region 9 Grants Management Office on or before Friday, **June 6, 2014.**

**Guidance**

The new Fiscal Year 2015 – 2017 Joint EPA Office of Pesticide Programs (OPP)/Office of Enforcement and Compliance Assurance (OECA) State/Tribal Cooperative Agreement Guidance should be used to develop your work plans and budgets. The Guidance is available at <http://www.epa.gov/compliance/state/grants/fifra.html>. Once applicable core activities and new priorities are included in the work plan we can consider including additional or supplemental activities.

**Work plans**

In addressing national elements mentioned above, each work plan should include, identify, or reference the items listed below. Included with the new 2015 – 2017 guidance is a work plan template provided for your convenience and includes many of these items.

- *Outputs and, to the extent possible, outcomes for each applicable program area* - EPA Order 5700.7 on Environmental Results<sup>1</sup> established policy for addressing environmental results under EPA assistance agreements to ensure that outputs and outcomes are appropriately addressed in assistance agreement work plans.
- *EPA Goals* – work plans and progress reports must clearly label the Strategic Plan Goal(s) and Strategic Plan Objective(s) from the current version of the [Agency's Strategic Plan](#), that are associated with each work plan Commitment or group of Commitments (See funding

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<sup>1</sup> EPA Order 5700.7; <http://www.epa.gov/ogd/grants/regulations.htm>

chart below).

- *Reporting* - A schedule for and description of quarterly and annual accomplishment reporting, including program and enforcement activities.
- *The need to develop or revise enforcement documents* - This includes the neutral inspection scheme (NIS), matrix of enforcement, enforcement response policy (ERP), and quality assurance documents.
- *High Level Episodes (HLE)* - Specific HLE criteria and the process and timing for responding to high level episodes.
- *Pesticide Container/Containment Activities* - In FY15, States, Tribes and Territories (S/T/T) are asked to continue to inspect (and report on) secondary containment structures where applicable. Additional requirements regarding refillable pesticide containers, labels for all pesticide containers and repackaging pesticide products went into effect August 16, 2011.
- *Regional Meetings* - All recipients should include attendance at the following meetings in their work plan: Pre-SFIREG or TPPC Meeting and the Western Region Pesticide Meeting.
- *Use of Federal Credentials* – If applicable, a statement that any federal credentials issued will be used in accordance with requirements of the September 30, 2004, “Guidance for Issuing Federal EPA Inspector Credentials to Authorize Employees of State/Tribal Governments to Conduct Inspections on Behalf of EPA.”
- *Submission of Inspection Reports* - All inspections (including field notes) conducted using EPA-issued federal credentials must be sent to EPA. Also, all inspections with suspected federal violations (non-use) must be forwarded to EPA. Inspections should be forwarded no less than quarterly or as completed. ***Suspected violations including public health products (e.g. anti-bacterial), WPS (use and product labeling), RUPs, or actual harm to human health and the environment will continue to be high enforcement priorities for EPA.***

In addition, please be aware that the following [grant requirements and policies](#) may affect your pesticide agreements:

**Notification of Expected Electronic Submission Requirement in FY 15:** Applications for now should be submitted as usual, however EPA is moving towards electronic submission of all grant applications through [www.grants.gov](http://www.grants.gov) in FY15. It is expected that all ***solicitations issued on or after*** October 1, 2014 will require applicants to submit their application materials electronically through [www.grants.gov](http://www.grants.gov).

## Funding

For the development of work plans and budgets, we ask you to work with funding amounts provided below. These funds are contingent upon national fiscal year allocations and negotiating an acceptable work plan which includes appropriate activities for the levels of funding provided.

<i>FY2015 Allocation</i>		<i>PRC</i>	<i>Program Area</i>	<i>Amount</i>	<i>Match</i>	<i>Match</i>
<b>OECA</b>	Goal 5.1 Enforce Environmental Laws. Maintain Enforcement Presence.	501	Enforcement	\$186,200	15%	
			Supplemental	TBD	0%	
			<b>Subtotal</b>	<b>\$186,200</b>		
<b>OPP</b>	Goal 4.1 Ensuring the Safety of Chemicals and Preventing Pollution. Ensure Chemical Safety	401	Worker Safety: C&T	\$30,000	50%	
			Worker Safety: WPS	\$26,125		
			Water Quality	\$70,000	15%	
			Endangered Species	\$20,000		
			Supplemental	TBD	0%	
			<b>Subtotal</b>	<b>\$146,125</b>		
<b>Total</b>				<b>\$332,325</b>		

**Supplemental/Additional Funding** - For FY15, we have additional enforcement and program implementation funds available to fund supplemental projects that support activities described in the FY15-17 Cooperative Agreement Guidance. **If you are interested in a supplemental project for the upcoming project period, please submit a short description of the proposed project and budget to your Project Officer by April 21, 2014.** Examples of projects we will consider funding include: pesticide collection and disposal, Tribal circuit rider programs, applicator training, pollinator protection, IPM in Schools, and translation of education and outreach materials. If you have other ideas for projects, please consult with your project officer prior to submitting a request. Supplemental projects may be discussed in more detail during negotiations.

### **Application Instructions**

A Data Universal Numbering System (DUNS) number is required on all federal applications and may be obtained by contacting Dun & Bradstreet at 1-866-705-5711, or at <https://eupdate.dnb.com/requestoptions.html>. Your DUNS number must be included in the address block (#5) of your application (SF-424).

The application kit (including instructions) is available through the Internet at <http://www.epa.gov/region09/funding/applying.html>. Please check that the “R9 Tracking #” (located in the upper-right hand corner of this guidance letter) is reflected on the upper-right hand corner of the application (SF-424). The **original and one copy of your application and**

**FINAL work plan** must be submitted to the address below by **Friday, June 6, 2014**. The Environmental Protection Agency (EPA) is establishing new electronic business practices to reduce its footprint. The implementation of the electronic approach will ensure a faster and less costly method for grantees when submitting applications to the Grants Management Office. Applicants may submit applications by using any of the two following methods:

1. Region 9 Electronic Mail Box: [GrantsRegion9@epa.gov](mailto:GrantsRegion9@epa.gov)  
The application kit with instructions for completing all of the necessary forms may be downloaded at the following web site:  
<http://www.epa.gov/region09/funding/applying.html>. Please include "Federal Funding Application" and the grant program in the subject line.
2. Paper Submission (Least preferred method)  
An original and one copy of each complete application package and final work plan shall be submitted to:

Grants Management Office (MTS-7)  
Management and Technical Services Division  
U.S. EPA, Region 9  
75 Hawthorne Street  
San Francisco, CA 94105

Please obtain a copy of the Code of Federal Regulations (CFR), Title 40, Parts 1-49, and the Office of Management and Budget (OMB) Circulars, which are applicable to your cooperative agreement, at your local U.S. Government Bookstore, or from the U.S. Government Printing Office at (202) 512-1800, or on the Internet at <http://www.epa.gov/region09/funding>.

Questions regarding the application or administrative/fiscal matters should be referred to Vernese Gholson of the Grants Management Office, at (415) 947-4200. Questions of a programmatic nature can be directed to your project officer, Mary Grisier at (415)947-4213.

Sincerely,

Jeff Scott  
Director, Waste Management &  
Communities and Ecosystems Division

Enclosures:

2015 - 2017 FIFRA National Cooperative Agreement Guidance  
2015 - 2017 FIFRA Cooperative Agreement Workplan/Report Template  
2015 - 2017 FIFRA Workplan/Report Template Instructions

cc: Thomas Matsuda, HI DOA  
Dean Yoshizu, HI DOA  
Vernese Gholson, EPA Grants Management Specialist (MTS-7)

